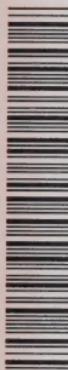


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*Prepared Under The Direction Of
The Chief Of The General Staff*



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MEMBERS OF THE CANADIAN ARMY

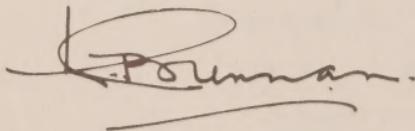
On behalf of your fellow soldiers, I welcome you to the Canadian Army.

Your new career will demand of you more than any job you have held in the past. You may have to give up many of the privileges to which you have long been accustomed. You may be called upon to live for long periods under the most rigorous and Spartan of conditions, away from your family and friends.

In exchange, the Canadian Army offers you interesting work, a healthy life, a variety of experience, regular adequate pay and retirement benefits. You will have the opportunity to help your country and all freedom-loving peoples, in times when our way of life is seriously threatened.

You will undoubtedly find it necessary to change your previous habits of living in many ways now that you are a soldier. You will no longer be free to come and go as you please, and to do what you wish, when you wish. You must now subject your personal wants to the needs of the Canadian Army. This book will help you to understand Army life. In it you will find answers to many of the questions you will have about your duties, benefits, and rights as a soldier, and about the Army and Army life generally. Study it carefully, for it should help you to become an efficient soldier, ready to defend the Canadian way of life in which you, your family and your friends all believe.

I sincerely hope that you will gain new friends and valuable training and experience in the Army, and that you will, in years to come, be able to look back on Army life with pleasure. Good luck!



Major-General.

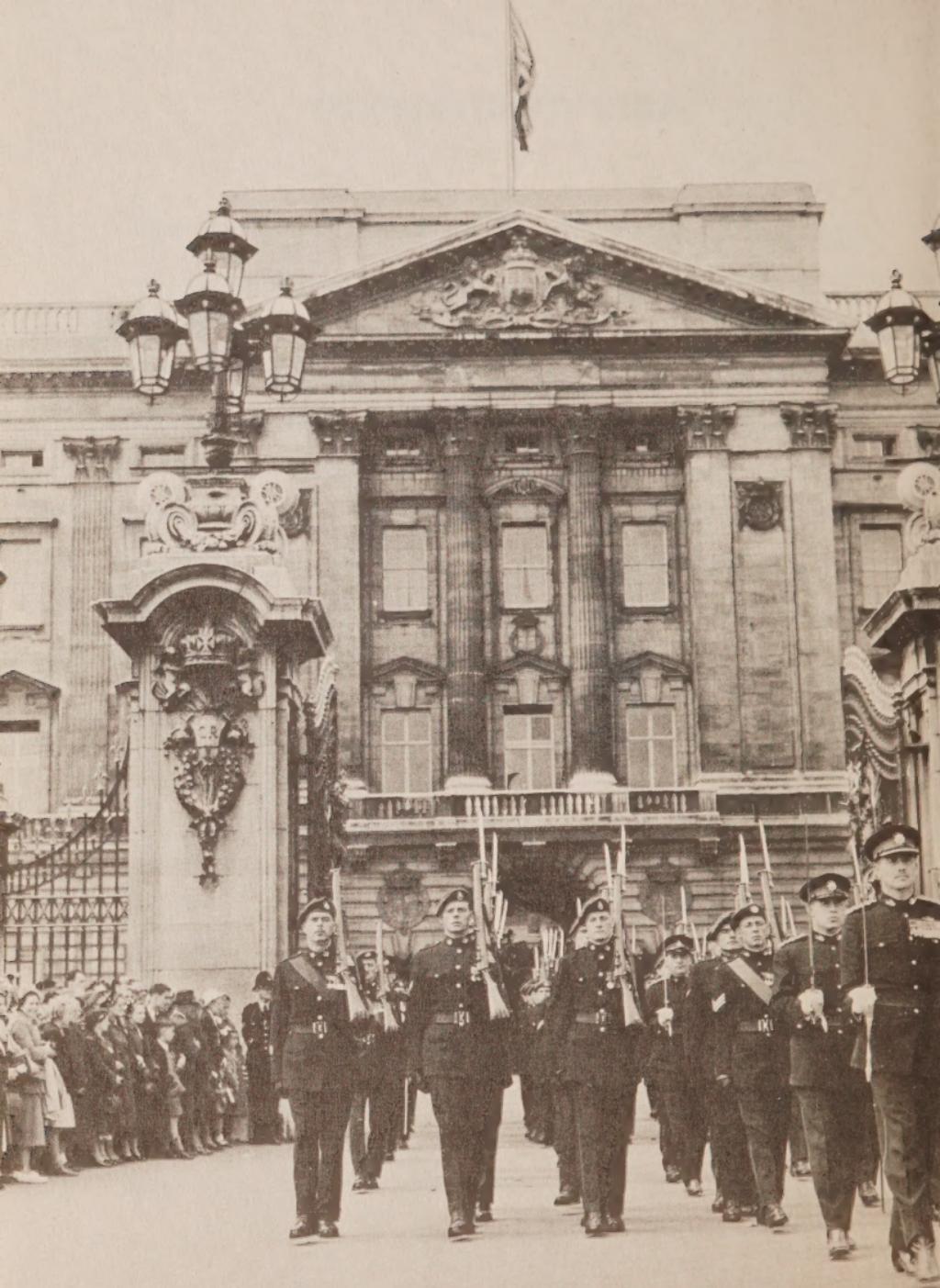
Adjutant-General.

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Canadian Soldiers at Buckingham Palace.

Army Life

WHAT THIS BOOKLET IS ABOUT

- 1.** You are now in the Canadian Army. You have signed a contract to serve as a soldier. You and the Army have both accepted a big responsibility. The Army will train, equip, pay you and look after your living needs. You, on your part, must be an efficient soldier.

- 2.** To do well in your new career of soldiering, you must know what happens in Army life. That is why you are being given this booklet. If you know what is inside these covers you will understand the 'how' and the 'why' of Army life. Point by point, it will tell you things from "Why there is an Army" to "How you earn the Canadian Forces Decoration". There is a lot of handy information in this booklet. Look up points in it often, especially in the early months of your service.

Read it. Don't lose your personal copy.

WHY DOES CANADA HAVE AN ARMY?

- 3.** Canada is big but doesn't have many people. It is not an easy country to defend. We have 18 times the area of France but only one-third of the population; we are 41 times bigger in size than Britain with less than a third of her population. In soldier's language, we are 'thin on the ground'.
- 4.** Yet this Canada of ours is one of the world's largest trading nations. It is rich in resources of all kinds and the future is bright. In fact, we now have one of the highest standards of living in the world. Millions of people outside Canada envy us for the life we have — our homes, churches, schools; our farms and mines; our cars, hospitals, sports arenas — all the fine things we have. We take these for granted, but we are mighty fortunate people. We take our political freedoms for granted, too. But others who have never had these freedoms (or who have had them and lost them) regard us as wealthy — wealthy in a way that money can't buy.
- 5.** Now we don't get these comforts and freedoms without working for them. To get them has taken brains, sweat, courage, and self-sacrifice. And they will only last if we guard them.
- 6.** In a world that has seen free nations go under, Canada must have good defences. We could not put together a strong defence force over-night, if we had to start from scratch. So the country needs an Army able to hit back right away, if we were attacked. And, if war broke out, the Army would also have to make into soldiers the thousands of civilians pouring into the recruit centres. All this means that there must be skilled soldiers, weapons, an organization and training methods ready ahead of time.

7. Also, Canada's partnership with other free nations gives us a strength that we could not achieve alone. But this partnership — like we have in the North Atlantic Treaty Organization (NATO) — calls for military contributions from us. The nation has agreed to that.

8. Canada needs a strong Army for these reasons:

- (1) to discourage possible attackers
- (2) to hit back immediately if we are attacked
- (3) to train the many more soldiers that would be needed if war broke out
- (4) to contribute our fair share in our partnership with other free nations.

WHAT THE ARMY IS AND WHO CONTROLS IT

9. The army is the group of men who work together to protect our country; we are the land forces defending Canada, just as the Navy defends on the seas and the Air Force in the skies.

10. Canada is a democracy and that means Canadians choose their own government. It isn't forced on us, unlike some places in the world to-day. The representatives we send to Parliament form a government and that government, through the Minister of National Defence, controls the defence forces. Direct supervision of the Navy, Army and Air Force rests with the senior officer in each of the services. In the case of the Army, it is the Chief of the General Staff. You will learn more of this in your recruit training.



Aid to the Civil Power: The Army Helping Out in a Flood.

THE REASON FOR ARMY REGULATIONS

- 11.** Remember that the Army is authorized, paid, trained and equipped for the emergency of war. An automobile plant is successful if it produces good cars. The Army is successful if it produces good defence for Canada. Therefore we use equipment, weapons, leadership, training, and rules of personal conduct that will help us win in war.

- 12.** That is an important point to know, because people often wonder why we in the Army have to abide by so many rules in comparison with civilians. But think — members of a fire

department or a police force have to abide by special rules, rules that will enable them to lick fire or crack down on crime. Those are emergencies. War is a much greater one.

13. In the same way, we who are soldiers live by regulations which are designed for the job we do, which is to defend our country successfully. We live and train in peacetime so that we will win if war comes. If it were necessary to change all the Army regulations the day war began, there would not be an effective Army at the time when it was most needed.

14. That is the main reason why Army life is different from civilian life. In civilian life if we don't turn up at the expected time for work and stay away for a few hours or a day, production at the firm might be slowed down a bit. We cause some inconvenience, lose some pay, perhaps even lose the job. It can be serious. Yet it isn't a matter of life-and-death. But in the Army, if a soldier got into the rut of being absent without leave in peacetime and carried this over to wartime — it could easily cost Canadian men their lives. That's the reason why absence without leave is a serious offence in the Army. There is a reason for all the Army rules we live by. They aren't there to make life difficult or unpleasant for us.

15. We live and train in peacetime so that we will win in war. That's the chief reason for all Army regulations. This is how to explain it to your family and friends, for example when you leave in lots of time to get back to camp and they would like you to stay on a little longer. Good actions make good habits. Act as you should right from the start of your Army life and the good habit will stay with you.



A Soldier Using His Right To Vote.

SOLDIERS AND CITIZENS

16. When we enroll in the Army we do not drop our Canadian Citizenship. We retain our rights as citizens and our duties, too. We may vote at elections and we are protected by civil law. We must obey all civilian regulations and civil police. No matter where you go or what you do in the Army, remember that you are a Canadian citizen — and live up to it.

17. Realize too, that once you are in uniform you carry the reputation of your career and your Army with you, all the while. Community leaders and military commanders are keen to have soldiers welcomed and happy when they 'go to town'.

But go to town the right way. If one or two soldiers get into a brawl, the civilians may give the cold shoulder to the unit and even every soldier because of being annoyed at what has happened. Similarly, we may slip into a mood of bitterness towards all civilians in a town because of rude treatment we feel we have received from one or two individuals. This is foolish, because in every large group of people there are bound to be a few sour ones.

18. Also, a soldier has to be a bit of a diplomat. War is not popular, naturally, and sometimes people take out their dislike of war by criticizing men in uniform. Then, if a war comes along, we are the idols of their eyes. Realize that these feelings may exist, but don't get upset by one or the other.

19. The best thing to do is to dress neatly, act politely, and be the kind of a man people like to have around. In this way your time out of camp will be pleasant for you and everyone else.

THE CORPS

20. One of the most important steps in your Army career was your allocation to a corps. Corps, in the Army sense, simply means a major group within the Army. The corps can be put into two types; those belonging to the 'arms' and those belonging to the 'services'.

21. The arms are those most closely associated with the actual fighting. These corps are: the Armoured Corps (RCAC), the Artillery (RCA), and the Infantry (RCIC). Then there are two corps that do double duty; the Engineers (RCE) and the Signals (RC Sigs) are rated as being both in the arms and in the

services because while they are right up with the fighting troops their basic job is to provide services for these soldiers. Because of possible emergencies, every soldier who is forward, no matter what his corps, must know how to fight.

22. There are ten corps that are clearly services rather than arms. The Service Corps (RCASC) supplies the Army with rations, gasoline and oils, and general transport. The Medical Corps (RCAMC) provides medical advice and takes care of us if we are sick; the Dental Corps (RCDC) takes care of our teeth. The Ordnance Corps (RCOC) supplies ammunition, clothing, barrack furniture and technical equipment of all kinds; the Corps of Electrical and Mechanical Engineers (RCEME) handles the major repairs of weapons and machines. The Pay Corps (RCAPC) takes care of our pay accounts, hands out the cash, and supervises the finances of canteens; the Chaplain Corps (RCAChC) offers us religious services of our choice and spiritual counselling. The Intelligence Corps (C Int C) gathers intelligence and provides counter-intelligence and security services; the Postal Corps (CPC) takes care of our mail; the Provost Corps (C Pro C) provides police service for the Army.

23. The corps must all work together, like players on a hockey team. Let us see how one typical corps, the RCA, fits into the Army. The Artillery uses several kinds of guns; it supports the Infantry and the Armoured Corps with field guns and it protects the Army as a whole from air attacks with anti-aircraft guns. All the guns are supplied by the RCOC; the ammunition is brought up by the RCASC. The guns and gunners cross rivers and canals on bridges built by RCE; the RC Sigs takes care of messages to and from the Artillery. The RCAMC and the RCDC look after its sick and wounded; the RCEME repairs its vehicles and guns; and C Pro C provides traffic control for the Artillery

when it is on the move. RCAPC will be right there to pay the troops; the Chaplains will hold church services and be there when the going is tough; and C Int C will provide valuable information for the commanders. Finally, the CPC will get up something that everyone very much wants — the mail from home.

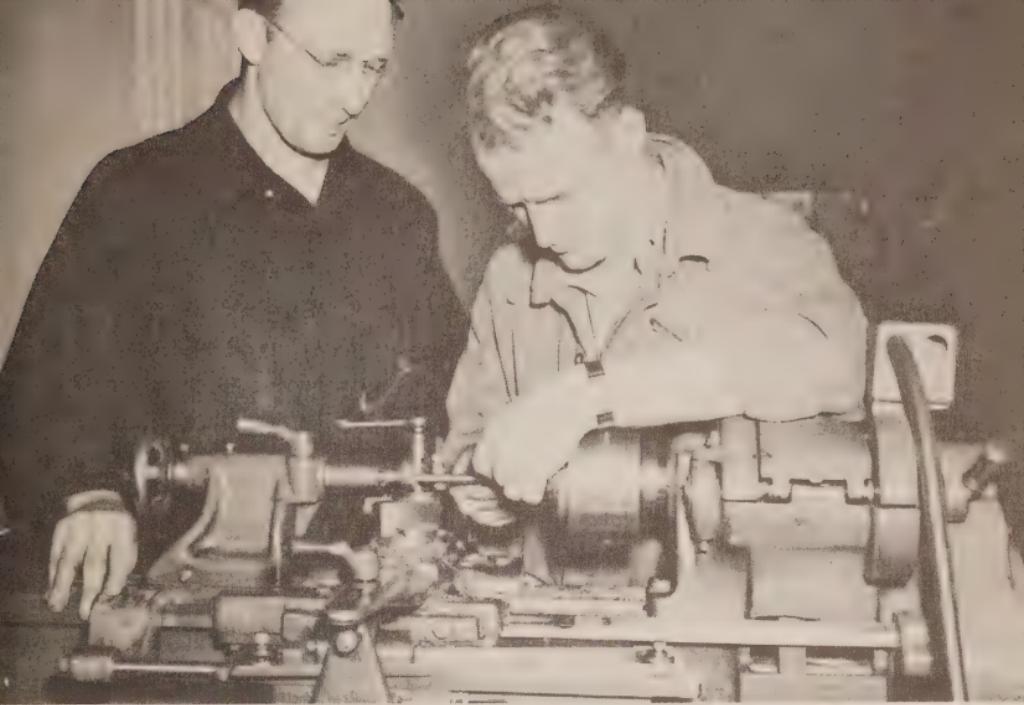
24. You can see that none of the corps could operate by itself for very long and if any one were taken out of the team the rest would be seriously handicapped. It is really not possible to say which is the most important corps. You will learn more about your own corps than any of the others, and you may come to think it is the best. Certainly it is natural and right that you have pride in your own corps and your unit within that corps. But don't forget that the men in the other corps belong to the same Army as you do and the Army can only win with each soldier helping the other.

Infantrymen using a medium machine gun.



TRAINING

- 25.** It is your responsibility to learn. Your instructors can help you but it is up to you to study and practise until you have learned your work thoroughly. Unless you do learn your job so well that you can do it almost automatically you will fumble when the pressure is on. If you learn only enough to get by, you and your friends will pay a price for this in time of war — and sometimes before then. It is good to use your head and think for yourself, but make sure that you really know the job first.
- 26.** Whether you are learning weapons or typing, gun drill or cooking, work hard at your training and be prepared to study a bit in your spare time. If you do not learn, it is because you haven't worked hard enough, not because you are not intelligent enough. The Army made sure that you were bright enough for your training before you were enrolled. Now it's up to you.
- 27.** The key men in any Army are those who close with and destroy the enemy. There is no doubt that soldiers of the fighting arms are faced with the toughest tasks. Their battle training must be thorough. And it must take account of all possibilities — new weapons and equipment, new ways of fighting. But until the actual time of battle, soldiers of the fighting arms are bound to have a feeling of 'waiting' — waiting to prove themselves. This is a contrast to most of the soldiers in the supporting services, whose duties are somewhat similar in peace and war, although their working conditions may be a good deal less comfortable in the battle areas.
- 28.** If you are in the fighting arms, realize that everyone with you has the feeling of waiting to do something that may not happen. But if it does come, war will be grim. You will need every bit of your training, then; it will all pay off. So, in the training days, you will not get bored or 'browned off' if you keep up-to-date on everything that can help you win in battle. Secondly,



Learning a Machine Trade.

remember the great value your training has for your own life and for your country in time of war.

29. When the Army is committed to the fight, a soldier in the supporting services may have strong feelings that he should be up where the tough scrapping is. But that isn't his job, other than the defence of his immediate locality. His real job, and that of his unit, is to support the fighting arms — get up the ammunition, the food, the weapons, take care of the wounded and the reinforcements, in fact do a whole multitude of necessary things. Without such support the battle soldiers could not carry on. Once again, it is team-work that counts. If you are going to be happy in your Army career, learn your part in the whole operation and put everything you've got into it — don't fret about

being elsewhere. The Army cannot win without battle soldiers and they cannot fight successfully without steady, good support.

30. You can think of all your Army training as having two main aims. One is to develop your individual skill, to make you, personally, into a competent soldier. The other is to teach you how to use those military skills in partnership with other trained soldiers so that you can be a valued member of a unit. This is known as collective training. Because the Army is a team of soldiers, collective training is very important. It is by loyalty and skill as a member of a unit that a soldier achieves the finest soldiering that is in him.

31. The training to develop your individual skill as a soldier will be in four steps:

- (1) Depot training — about a month at your Regimental Depot or Corps School; you will be told about the history of your unit and corps, how to dress and conduct yourself as a good soldier, and start out your military training on weapons, drill, Army organization and similar topics.
- (2) Recruit training — about 3 months of more detailed training on subjects such as range firing and care of weapons, fieldcraft, military law, first aid, battle procedure, atomic defence and unit drill. This training in all the units and corps is the essential background that every soldier needs.
- (3) New Soldier training — this is the thorough polishing-up program to turn the recruit into a new soldier who is skilled in his corps duties. There is a large amount of special-to-corps training in it.
- (4) Annual Refresher training — about seven to ten days each year of reviewing fundamental points of training in order to ensure that every soldier is maintaining a high standard of training in these points.

32. Collective training, the training that fits you for unit efficiency, comes after you have reached a good level of personal skill in soldiering. Then you will join with other trained soldiers in large scale military exercises. They will prove interesting and often exciting. You will put your knowledge to the tough practical test and you will learn how to pool that training you've got with the skills and trades of the soldiers you are serving with.

33. In the Army the detailed plan for your training is called a Syllabus. This is adapted into a handy form called a Time-table. It will tell you the topics you are to study, the instructor's name, the place you will report to and the clothing and equipment you will need. The Time-table will be posted in a convenient place so that you can look it over. Be sure to read it so that you will know what to do, and check with your Corporal in case there have been some last-minute changes.

34. If your unit or corps needs more tradesmen and you are selected for a trades training course, it will be fitted in some time after you have successfully completed your recruit training.

35. By working hard at your training you should qualify for upgrading to Private (Trained) after 4 months. This qualification carries with it a pay increase. And with another 12 months of good work you should be able to qualify for the Higher Rate, as you will see in the pay chart in the back of your booklet.

POSTINGS

36. In Army language the place where a soldier serves is known as a posting. Sometimes soldiers refer to their postings either by the name of the unit or of the town. Certainly postings are always an important matter to every soldier.



Sailing for duty over-seas.

37. When you enroll in the Army you first go to a regimental depot or corps school for your first training weeks. You may stay on in that location for further sections of your training or you may go elsewhere in CANADA. When you are fully trained and rated as fit for an overseas posting you may be sent to any part of the world that the Canadian Army has units or personnel stationed. It is impossible to say just where you might go. Although your unit officers will be interested in knowing where you would prefer to be posted, the fact is that personal preferences must come second to the needs of the Army. The best attitude is to take the postings as they come and enjoy yourself and work hard in every place that your duties take you. It is good to keep your equipment and your finances in very neat order so that you can easily get on the move and smoothly settle in to new postings.

38. The various depots and corps schools are listed below:

INFANTRY REGIMENTAL DEPOTS

The Canadian Guards Depot	Camp Petawawa, Petawawa, Ontario (on the Ottawa River 115 miles north-west of Ottawa)
The Royal Canadian Regiment Depot	Wolseley Barracks, London, Ontario
The Princess Patricia's Canadian Light Infantry Depot	Griesbach Barracks, Edmonton, Alberta
The Royal 22e Regiment Depot	Camp Valcartier, Valcartier, Quebec (18 miles north of Quebec City)
The Queen's Own Rifles of Canada Depot	Currie Barracks, Calgary, Alberta
The Black Watch (Royal Highland Regiment) of Canada Depot	Camp Sussex, Sussex, New Brunswick

CORPS SCHOOLS

The Royal Canadian Armoured Corps School	Camp Borden, Ontario (60 miles north of Toronto)
The Royal Canadian School of Artillery	Camp Shilo, Manitoba (135 miles west of Winnipeg)
The Royal Canadian School of Artillery (AA)	Picton, Ontario (on Lake Ontario, near Belleville, Ontario)
The Royal Canadian School of Military Engineering	Vedder Crossing, British Columbia (60 miles east of Vancouver)

The Royal Canadian School of Signals	Barriefield, Ontario (just outside Kingston, Ontario)
The Royal Canadian School of Infantry	Camp Borden, Ontario
The Royal Canadian Army Service Corps School	Camp Borden, Ontario
The Royal Canadian Army Medical Corps School	Camp Borden, Ontario
The Royal Canadian Dental Corps School	Camp Borden, Ontario
The Royal Canadian Ordnance Corps School	Longue Pointe, Quebec (on eastern outskirts of Montreal)
The Royal Canadian Electrical and Mechanical Engineers School	Barriefield, Ontario
The Canadian Provost Corps School	Camp Shilo, Manitoba
The Canadian School of Military Intelligence	Camp Borden, Ontario
The Canadian Army Training School	Valcartier, Quebec

Troops on Winter Training.



SECURITY

39. You, as a soldier, may do great damage to your country without realizing it. Unless you are careful in speaking about your Army job, you may let slip certain secrets. There is no doubt that successful spy work is the trick of adding together a lot of little bits of information that have been let slip — and then a major defence secret is in the hands of governments that are unfriendly to our nation and our way of life.

40. Security simply means confining military secrets to military people, to the people who are entitled to know them. To be security-minded is the duty of every soldier of every rank.

41. In peacetime, obviously, there is nothing secret about the corps you belong to, and so you will wear — and proudly — your corps titles on your uniform. However, there *are* things about the Army which are not easy to discover, and which should not be advertised in case they should be picked up by the wrong people. Some of these things are:

- (1) The actual number of troops in your camp, or in your unit.
- (2) New kinds of clothing, equipment, vehicles, or weapons that you use in training.
- (3) Most especially, anything you might learn about plans for the Army in case of an emergency.

42. Another thing you should not do is criticize the Army in public. You may not like *everything* about the Army — very few soldiers do. But remember that it is you and others like you who are the Army. If you criticize it you are really criticizing yourself and your choice of a career. Occasionally there may be a poor meal; the hot water may be all used up just when you want a shower; or one of your NCOs or officers may seem difficult

to please. But save your griping for other soldiers. And think a moment before you let loose; steady griping only makes one person unhappy — the griper. Don't say things to your family or friends at home or in beer parlours or restaurants that will give an unfair and a wrong idea about the Army.

43. Be a good salesman in what you say and do; boost the Army and the service career you have chosen. This will earn you respect, something that thoughtless or constant complaining will never do. And be security-minded. Take a personal pride in being tight-lipped about secret matters; and if a stranger seems to be too curious about military happenings and seems to be pumping you — change the subject.

GUARDS

44. Duties, other than normal training, can be divided into "Guards and Pickets" and "Fatigues".

45. Guards and pickets are mounted on all camps to protect Government property, keep order, keep strangers out and make sure that those in the camp can rest safely. In the daytime the guard is the showpiece of a camp, the part which others see as they pass by. Therefore, all members of a guard must look smart, and must move and act in a soldierly manner while on duty. The reputation of a camp or unit depends on the guard. A normal guard lasts for 24 hours, with each man doing alternate periods of two hours on duty and four hours off duty. While off duty all members of a guard must remain in the guard room where they are on call in case of an emergency.

46. Soldiers provide the guards and pickets for their own unit or camp. There are special military police belonging to

the Provost Corps but they have full time duties. You will do your share of guard duty, and some of it may be at night, because safe-guarding property must go on twenty-four hours a day.

47. Guard duty is an important job in peacetime and it is vital in war. You must study your orders carefully so that you will do the job well when it is your turn.

48. Not only privates share in these various duties. NCOs take their turn as duty NCOs and officers must serve as orderly officers, headquarters duty officers, and so on.

FATIGUES

49. Fatigues are the less pleasant jobs that must be done in all camps. You will have to do fatigue duties such as cleaning the barracks, helping in the kitchens and messes, and maintaining

The 105 mm. howitzer in the field.



the camp grounds. At first this may not seem to be part of the work of a soldier in training. But everything must be kept clean and neat so that your health will be protected and so that you will be comfortable and proud of your Army home. It is a full time job for the cooks to prepare the meals. Someone must clean the kitchens, the pots and pans, the mess tables and the mess hall itself. You would not enjoy your food if you had to eat out of dirty dishes in dirty surroundings. Everyone shares in this sort of work. When your turn comes, do it as well as you would expect the other men to do it.

50. In certain Army camps, many fatigues are done by civilians who are hired to do those jobs. But this happens only in those camps which would likely operate with civilian help in war-time. Most units would become part of a field force in the event of war. And a unit that must be able to take care of itself in a theatre of war must learn how to do that as a part of its peace-time training. If not, there would be a good deal of confusion if the unit were suddenly thrown into war. That is why the soldiers must do the fatigues in the training years.

51. Although you may feel that certain fatigues are unnecessary, a little thought on your part, or asking a more experienced soldier, will tell you that there are sound reasons for the clean-ups you are required to do.

52. Sometimes there are fatigues for building roads or unloading coal for winter use or planting grass to beautify a camp. Just as you want to be proud of your own home, you will want to be proud of your neat and attractive camp grounds. You will do your share in this work. And you can make less work for yourself and others if you think twice before dropping cigarette butts and rubbish over the place. A few seconds of care on each soldier's

part can often save an extra fatigue duty which is bound to come along if the area gets dirty and untidy. However, a lot of fatigues are bound to come along anyway — for example, soldiers can't eat unless pots and pans are used, and they have got to be cleaned up afterwards. Fatigues are good exercise, too. The best thing, then, is to take them in your stride and get them over with pleasantly and quickly.

53. Instructions about guards and fatigues are published in Part I Orders.

DOCUMENTATION

54. From the time a soldier joins the Army until he leaves it, a record of all phases of his service is carefully kept. This is called "documentation". Some documents travel with the soldier as he moves from station to station, while others are kept at Command and Army Headquarters. After a soldier leaves the Army his records are kept by the Government. The story of a man's service to his country is never forgotten, although the records are not public and may be seen only by properly authorized persons.

55. Here are some of the documents that are kept:

- (a) MEDICAL HISTORY — Starting with the recruit's condition when he enrolled, every change in his physical condition is noted. Illnesses, accidents, inoculations and treatments are set down as they occur. In this way a soldier's need for sick leave or disability pension, if necessary, is protected.
- (b) PAY — Careful check is made to ensure that a soldier is promptly given all pay and allowances due him. If a soldier wishes, he can make pay assignments through the pay office to his next-of-kin, to a bank or insurance company, or for

other specified purposes. In addition, a soldier may purchase Canada Savings Bonds on an instalment basis by deductions from his pay account.

- (c) PERSONNEL SELECTION RECORD — A recruit is interviewed by a personnel officer on enrolment and at intervals during his service. Records of these interviews are used to help the soldier find his place in the Army. When he leaves the Army these documents form the basis for recommendations to help the soldier settle down in civilian life.
- (d) CONDUCT SHEET — The record of a soldier's conduct is kept on a special form. Minor misdemeanours can be erased by later good conduct. More serious offences, though, are recorded permanently.

56. In addition, records are kept of all clothing and equipment issued, all postings, leave, courses and changes of marital status (marriage, births). A soldier is more than just a number. His documents provide officers who may not be able to see him with a great deal of information about him, and ensure that he is thought of as an individual human being.

PAY AND ALLOWANCES

57. Pay and Allowances are naturally very important to all soldiers. The scale of pay and allowances that is now in effect is shown on the card that is in the envelope on the inside back cover of this booklet.

58. In addition to the actual cash money that you receive, there are many benefits. They are worth a lot, and you should remember them when you are thinking about how much you are paid. For instance, you get medical and dental treatment, a monthly Clothing Credit, and leave with pay. In addition, you are included in a very generous pension plan.

PENSIONS

59. There are two Acts of Parliament which govern the payment of pensions to members of the Army, and their dependents.

- (a) The Pension Act provides for a pension to any member of the Army or his dependents in case of injury or death which arises out of or is directly connected with military service.
- (b) The Defence Services Pension Act (Part V) provides for the payment of a pension or gratuity to members of the regular forces based on service and conditional upon the actual cause of release. All new Canadian Army (Regular) soldiers come under Part V of this Act.

Pay Day.



60. The Pension Act is administered by the Canadian Pension Commission, whose powers are discretionary and who decide the pension entitlement based on the circumstances leading to disability or death. You or your dependents must apply for a pension under this Act, if it is considered that a claim exists.

61. The Defence Services Pension Act is in no way related to the Pension Act. It applies only to members of the Regular forces, whereas the Pension Act applies to all members of the forces whether Regular or Militia.

62. The following paragraphs and charts explain the essential parts of the Defence Services Pension Act (Part V) as it applies to soldiers of the Canadian Army (Regular). However, since the statute and regulations governing pensions are complicated you should consult a pay officer if you want an explanation of your own position with regard to a pension.

SERVICE

63. Under the Defence Services Pension Act (Part V) service means time served in the forces and includes, for the purposes of making contributions and of computing pensions or gratuities:

- (a) Time served in the Civil Service or the Royal Canadian Mounted Police.
- (b) Time served on Active Service in the Naval, Army or Air Forces of Her Majesty raised in Canada during time of war.
- (c) Time served on Active Service during time of war on or prior to the 30th day of September, 1947, in any of the Naval, Army or Air Forces of Her Majesty other than those raised in Canada by any person who, having served on Active Service in any of the Forces of Her Majesty during

the war that commenced on the 10th day of September, 1939, is appointed to or enlisted in the Forces.

- (d) One-fourth of the period of service during which the contributor served in the Naval, Army or Air Forces of Her Majesty raised in Canada other than the (permanent) forces and was liable to be called out for periodic and annual training or duty by the Governor in Council other than during an emergency, or if called out for special or continuous Army duty with the regular forces for a period of 6 months or more, time served will be considered as full time service, if the service is not service that may be counted under any other sub-paragraph of this paragraph.

RIGHT TO ELECT PRIOR NON-CONTRIBUTING SERVICE

64. A contributor under the Defence Services Pension Act (Part V) has a statutory right to elect to contribute for pensionable service, any part or all of his prior service of the types mentioned in paragraph 63. Your election to count and contribute for this service may be made at any time during your service with the regular forces prior to release, but if election is made after one year from the date of your enrolment, you will be subject to a medical examination and a penalty which will increase your contributions considerably. The arrears of contributions which you pay as a result of an election to count such service is not excessive if your election is made within one year from the date of your enrolment—consult your paymaster.



65.

DETERMINATION OF BENEFITS

PART V — DEFENCE SERVICES PENSION ACT

Reason for Termination of Service	Less Than 10 Years Qualifying Service		10 Years But Less Than 20 Years Qualifying Service		20 Years But Less Than 25 Years Qualifying Service		25 Years or More Qualifying Service	
	BENEFIT	BENEFIT	BENEFIT	BENEFIT	BENEFIT	BENEFIT	BENEFIT	BENEFIT
COMPULSORY RETIREMENT		GRATUITY Equal to one month's pay and allowances for each year of service. Sec.51(1)	ANNUAL PENSION Sec.49(c)		ANNUAL PENSION Sec.49(c)		ANNUAL PENSION Sec.49(iii)	
Contributor physically or mentally unfit to perform his duties as a member of the forces.		GRATUITY Equal to one month's pay and allowances for each year of service. Sec.51 (1)		(a) ANNUAL PENSION To contributor who served on Active Service during the war that commenced 10 Sep 39 and was appointed to or enlisted in the forces on or after 1 Jun 44 but not later than 31 Dec 48. Sec. 49(d)		(a) ANNUAL PENSION To contributor who served on Active Service during the war that commenced 10 Sep 39 and was appointed to or enlisted in the forces on or after 1 Jun 44 but not later than 31 Dec 48. Sec. 49(d)		(a) ANNUAL PENSION Sec.49(b)(iii)
To promote economy or efficiency in the forces.		GRATUITY Equal to one month's pay and allowances for each year of service. Sec.51 (1)		(b) ANNUAL PENSION To contributor not entitled to pension as in (a), but in such case the pension shall be reduced by $\frac{1}{3}$ until age 65. Sec.49(g)		(b) ANNUAL PENSION To contributor not entitled to pension as in (a), but in such case the pension shall be reduced by $\frac{1}{3}$ until age 65. Sec.49(d)		(b) ANNUAL PENSION Sec.49(b)(ii)
Services no longer re- quired by reason of reduction in establish- ment.		GRATUITY Equal to one month's pay and allowances for each year of service. Sec.51 (1)						ANNUAL PENSION Sec.49(b)(ii)

Reason for Termination of Service	Less Than 10 Years Qualifying Service	10 Years But Less Than 20 Years Qualifying Service	20 Years But Less Than 25 Years Qualifying Service	25 Years or More Qualifying Service
COMPULSORY RETIREMENT	BENEFIT	BENEFIT	BENEFIT	BENEFIT
Inefficiency in the performance of his duties.	GRATUITY Equal to the contributions without interest. Sec.52	ANNUAL PENSION Reduced by $\frac{1}{2}$ until age 65, and thereafter $\frac{1}{3}$ of the pension shall be payable. Sec.49(h)	ANNUAL PENSION Reduced by $\frac{1}{2}$ until age 65, and thereafter $\frac{1}{3}$ of the pension shall be payable. Sec.49(h)	ANNUAL PENSION Reduced by $\frac{1}{2}$ until age 65, and thereafter $\frac{1}{3}$ of the pension shall be payable. Sec.49(h)
Contributor having reached the prescribed age limit for his rank.	GRATUITY Equal to one month's pay and allowances for each year of service. Sec.51(1)	(a) ANNUAL PENSION To contributor who served on Active Service during the war that commenced 10 Sep 39 and was appointed to or enlisted in the forces on or after 1 Jun 44 but not later than 31 Dec 48. Sec.49(d) (b) ANNUAL PENSION To contributor not entitled to pension as in (a), but in such case the pension shall be reduced by one per centum for each complete year by which the number of years service is less than 20 years. Sec.49(f)	ANNUAL PENSION Sec.49(b)(i)	ANNUAL PENSION Sec.49(b)(i)
Misconduct.	GRATUITY Equal to the contributions without interest. Sec.52	(a) GRATUITY Equal to the contributions without interest. Sec.52 (b) ANNUAL PENSION Reduced by $\frac{1}{2}$ until age 65, and thereafter $\frac{1}{3}$ of the pension shall be payable, provided that in such a case a recommendation has been made by the Minister and approved by Treasury Board by reason of good and faithful service by the contributor prior to misconduct. Sec.49(i)	(a) GRATUITY Equal to the contributions without interest. Sec.52 (b) ANNUAL PENSION Reduced by $\frac{1}{2}$ until age 65, and thereafter $\frac{1}{3}$ of the pension shall be payable, provided that in such a case a recommendation has been made by the Minister and approved by Treasury Board by reason of good and faithful service by the contributor prior to misconduct. Sec.49(i)	(a) GRATUITY Equal to the contributions without interest. Sec.52 (b) ANNUAL PENSION Reduced by $\frac{1}{2}$ until age 65, and thereafter $\frac{1}{3}$ of the pension shall be payable, provided that in such a case a recommendation has been made by the Minister and approved by Treasury Board by reason of good and faithful service by the contributor prior to misconduct. Sec.49(i)

Reason for Termination of Service	Less Than 10 Years Qualifying Service		10 Years But Less Than 20 Years Qualifying Service		20 Years But Less Than 25 Years Qualifying Service		25 Years or More Qualifying Service	
	COMPULSORY RETIREMENT	BENEFIT	GRATUITY	BENEFIT	GRATUITY	BENEFIT	ANNUAL PENSION Sec.49(a)	BENEFIT
Any reason other than the above.	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY
VOLUNTARY RETIREMENT	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	GRATUITY
MEN—at own request at the end of a period of engagement or re-engagement otherwise than by reason of misconduct.	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	GRATUITY
MEN—At own request for any reason other than above.	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	ANNUAL PENSION Sec.50(1)	BENEFIT
OFFICERS—At own request for any reason.	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	GRATUITY	Equal to the contributions without interest. Sec.52	ANNUAL PENSION Sec.50(1)	BENEFIT
DEATH OF CONTRIBUTOR	BENEFIT	GRATUITY	BENEFIT	GRATUITY	BENEFIT	ANNUAL PENSION Sec.50(1)	ANNUAL PENSION Sec.50(1)	BENEFIT
Benefit payable to widow.	Equal to one month's pay and allowances for each year of service. Sec.51(c)	GRATUITY	Until remarriage, equal to $\frac{1}{2}$ the pension which the contributor would have received if discharged medically unfit.	GRATUITY	Until remarriage, equal to $\frac{1}{2}$ the pension which the contributor would have received if discharged medically unfit.	ANNUAL PENSION Sec.50(1)	ANNUAL PENSION Sec.50(2)	ANNUAL PENSION Sec.50(2)
Benefit payable to child, (not orphaned) until age of 18.	Nil	ANNUAL PENSION	Equal to one-fifth ($\frac{1}{5}$) of pension that would be payable to the widow. (Maximum \$300). Sec.50(2)	ANNUAL PENSION	Equal to one-fifth ($\frac{1}{5}$) of pension that would be payable to the widow. (Maximum \$300). Sec.50(2)	ANNUAL PENSION	Equal to one-fifth ($\frac{1}{5}$) of pension that would be payable to the widow. (Maximum \$300). Sec.50(2)	ANNUAL PENSION

Reason for Termination of Service	Less Than 10 Years Qualifying Service	10 Years But Less Than 20 Years Qualifying Service	20 Years But Less Than 25 Years Qualifying Service	25 Years or More Qualifying Service
DEATH OF CONTRIBUTOR	BENEFIT	BENEFIT	BENEFIT	BENEFIT
Benefit payable to child (orphaned) until age of 18.	GRATUITY Equal to one month's pay and allowances for each year of service. Sec.51(2)	ANNUAL PENSION Equal to two-fifths ($\frac{2}{5}$) of pension that would be payable to the widow. (Maximum \$600). Sec.50(2)	ANNUAL PENSION Equal to two-fifths ($\frac{2}{5}$) of pension that would be payable to the widow. (Maximum \$600). Sec.50(2)	ANNUAL PENSION Equal to two-fifths ($\frac{2}{5}$) of pension that would be payable to the widow. (Maximum \$600). Sec.50(2)
SERVICE ESTATE OF CONTRIBUTOR— When contributor dies while in the forces and leaves no widow or children to whom a pension or gratuity is payable.	GRATUITY Equal to the contributions without interest. Sec.51(3)	GRATUITY Equal to the contributions without interest. Sec.51(3)	GRATUITY Equal to the contributions without interest. Sec.51(3)	GRATUITY Equal to the contributions without interest. Sec.51(3)

NOTES: (1) The total amount of the pension to the children of a contributor shall not exceed the amount of the pension that would be payable to the widow of such contributor in like circumstances, and the total amount of the pension to the widow and children shall not exceed three-fourths of the annual pension that would have been payable to the contributor had he been retired medically unfit. Sec.50(2).

- (2) The pension to a child under the age of 18 is not affected by the remarriage of the widow.
- (3) "Qualifying service" is time served in the Regular Forces of the Royal Canadian Navy, Canadian Army or the Royal Canadian Air Force.

PENSION CONTRIBUTIONS

66. Contributions are made by reservations from pay and allowances. The amounts that a soldier pays into the pension fund are taken off his pay account, automatically, at the rate of 6%. The government also makes a sizeable contribution to the pension fund.

PENSION CALCULATIONS

67. Pensions are based on 1/50 of the average pay and allowances of the contributor for his last six years of service multiplied by the number of years of his service. A period of service equal to, or more than, fifteen days counts as one month; a period of less than fifteen days is not counted.

MAXIMUM PENSION

68. The maximum pension which may be granted is 35/50 of the average pay and allowances for the last six years of service.

SUPPLEMENTARY DEATH BENEFITS

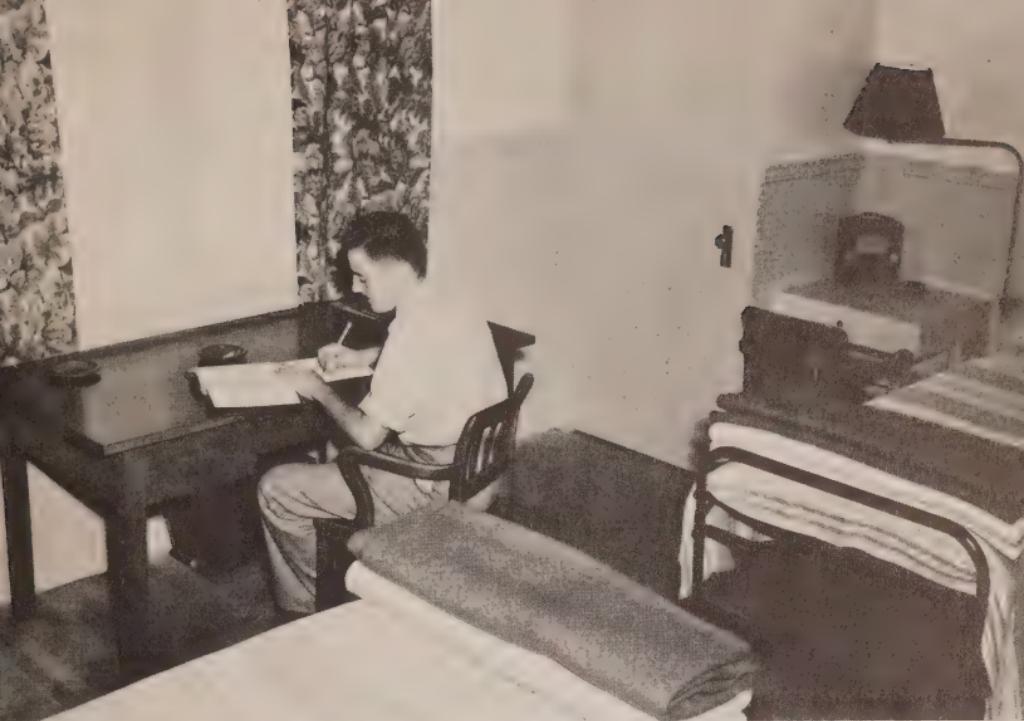
68A. Members of the Regular Army also participate in the Supplementary Death Benefits Plan, a form of insurance, and depending upon the rank held by the officer or the man at the time of his death, the following benefits will be paid:

WO 2 and above — \$5,000.00

S/Sgt and below — \$3,000.00

QUARTERS

69. After the Second World War construction materials were in short supply everywhere in Canada and the Army had difficulty in getting its new barracks built. However, by 1949 much construction was under way and more was being planned.



A room in one of the new barrack buildings.

Since 1950 the Army has more than doubled in strength and many more buildings of all types have become necessary. Work has gone along on these as quickly as possible and some good new barracks and married quarters have been erected. Plans for improved quarters at many camps are now ready and construction is under way on several big projects. But there is some building and finishing-up yet to be done.

70. It is not possible to say when all the barracks and married quarters will be completed. For that reason, conditions vary from camp to camp. The newly completed quarters are modern and comfortable and families have homes that compare with those of civilians. However, there are not yet enough to go around and there likely won't be enough for all married soldiers for a few years yet.

71. In any case, if you are married, don't make firm plans about moving until you see for yourself the situation in your camp. Don't listen to rumours, either; if you are wondering what the situation will be like in a few months or more, ask the right people. The unit orderly room can direct you to the officer or NCO who knows the most about the housing situation.

72. When you enrol, the Army will pay for the movement of your family and effects from the place you enrol to your first *permanent* station, and then for all future movements. A permanent station is one in which it is expected you will stay at least six months. Your first move to a Corps school or depot is not normally considered as a move to a permanent station. If you move your family without proper authority the Army is not obligated to make any payment. See your orderly room and make sure you are doing the right thing.

This is the Life.



GROUP LIVING

- 73.** No matter what you do in life you must live and work with other people; and in the Army you will live very closely with your fellow soldiers. If you are going to be happy at all you will have to be able to get along with other people. It's quite easy if everyone has the right attitude and if each one does his part. You will find, for instance, that you must act in a quiet and orderly manner so as not to disturb others in the same room. Do your share in keeping your personal belongings, the barrack room and the washroom clean and tidy. Show the same consideration for others that you expect them to show for you. Then your duty and after-duty hours will go smoothly and you will find that the pleasant companionship washes out any homesickness that might have hit you.
- 74.** Another good thing about living with other soldiers is that you will get to know men from all parts of Canada. You can learn a great deal about this country and its people from the good friends you will make in the Army. Keep an open mind in the barrack-room discussions, and in the give-and-take there you can express your own ideas and learn from the others.
- 75.** The Army will provide you with chaplains and church services and the Padre's Hour is a regular part of your training program. However, there is no room in the Army for religious or race bitterness. You can and should be loyal to your personal code of living, but this should never make you an unpleasant man for others to have to live with.
- 76.** Wherever you go in life you will find in every large group some very fine men and a few duds. In the Army you are sure to be influenced by the ideas and conduct of other soldiers. Try hard right from the start to follow the example of the good

soldier — and there are lots of them. If one or two soldiers tell you of some foolish thing they are planning to do, don't tumble for it. The weak excuse that 'everybody's doing it . . .' is nonsense; just quietly think of the many good soldiers you know and be that type yourself.

MARRIAGE

77. Soldiers who are married and who are at least 21 years of age are eligible for marriage allowance. There is a reason for putting the age as not younger than 21. Very often, married men who are under 21 haven't had time to settle down in their marriage. Training courses and postings, especially in the early years of service, likely will mean much moving about. This may mean, at times, that the husband and wife cannot be together. Many difficulties can develop unless the marriage is sound and well established. Therefore, for everyone's sake, the marriage age is set at 21 years.

78. A soldier may marry before he is 21 — that is his decision — but he will not be entitled to marriage allowance or married quarters; and he will be regarded as single so far as postings are concerned. Certainly if you are single and under 21 the best thing is to stay that way until you can marry under the right circumstances.

79. If you are married — and over 21, of course — you will find that Army life and married happiness can be good partners. But remember the basic job of the soldier is to be part of the defence forces of the nation. Be fair, then, to the needs of the Army. Be willing to accept the duties and postings — even the separation — that may be necessary for you and the Army to do the job. Remember that it has never been claimed that Army

life was an easy go. But there are many fine things in a soldier's career, too. And if you have married quarters on a military station you will find the facilities good; there are schools, churches, playgrounds, shops and a pleasant social life.

PERSONAL PROBLEMS

- 80.** It is the duty of your NCOs and officers to be interested in your personal welfare. If at any time you have a personal problem which you cannot handle by yourself, you should let them know about it. Don't let a problem build up to the point where you act in a panic, because that usually doesn't answer the difficulty and may only cause extra work for you and others.
- 81.** The first person to whom you should speak about a problem is your section, troop, or platoon NCO. If the problem can be handled right there — fine. But if not, he may refer you to your officer. If the latter cannot help you solve your problem, he will arrange an interview with your squadron, battery, or company commander, or you may even have an interview with the commanding officer. If your problem is one that you don't want too many to know about, you may ask to speak to any of these officers in private.
- 82.** In addition to unit officers, there are other officers to whom special problems may be taken. These officers are the padres, medical officers, personnel officers, paymasters, and legal officers. They are all trained to find sensible answers to problems in their particular fields. And, in certain cases, a soldier may get financial help through the Canadian Army Welfare Fund.
- 83.** If you are sent to one of these officers for advice you should give all the information you can about the problem. It is

only when the facts are known that an answer can be found. Padres usually have certain hours set aside when any soldier may see them. Medical officers hold sick parades. Appointments with personnel and legal officers and the paymaster are arranged by units. If you feel you should see one of these officers find out the proper way of getting to see them from your NCO or officer.

84. There are certain points to remember about problems.

First of all: don't walk right into a nasty mess. For example, it is no one's fault but your own if you load yourself with a lot of unnecessary jewellery bought on time payments that are too much for you. The same goes for cars, TV sets, and clothes. Remember that because you are in the Army does not mean that you cannot be sued in civil courts.

A Pleasant Chat With The Padre.



85. Secondly, try to work out your problem yourself. Do everything you can — then ask for help. It will be given gladly, but it needs your backing, too. The best proof of this is the effort you have made to solve the problem.

86. Thirdly, everyone is more keen to help a soldier in difficulty when it is a good soldier who has been hit by some misfortune. The poor soldier who is sloppy in his conduct in camp and out of camp doesn't rate the same interest as the good soldier; people are fed up with his nonsense.

87. Finally, if you do ask for advice on a problem, be willing to make use of the advice. It is worth something—perhaps a great deal. Don't run away from it just because it jolts you or reminds you that you have got to take more care about what you do.

88. However, difficulties sometimes arise in spite of your best efforts. You will find that the Army will not let you down if you will do your part and make good use of the services that are there to help you.

MESSING

89. The most important fact you should realize about your Army meals is that you get the proper proportions of all the various foods needed to keep you healthy. Your food is of high quality and your diet is planned to make sure that you are as well fed as any civilian (perhaps better than many of them).

90. Army cooks are well trained for their work. They volunteer for the job and are given special courses in good cooking. Your food, kitchens, and the dining rooms (known as mess halls in the Army) are inspected by an officer every day. The quality



A Mess Hall Table.

of the food and the cleanliness of the kitchens, cooking equipment, cooks and mess halls are carefully checked. In your training you will need lots of energy and Army meals will give you that.

91. The mess hall is visited regularly by an officer. If you think there is something wrong with your food, you have the right to speak directly to him about this at the time of his visit. Naturally,

you would not complain if, for instance, there was cabbage for lunch and you didn't like cabbage. Not everyone can be satisfied by everything at every meal, when several hundred men are eating at once. But if you thought the food was bad, or not properly cooked, or insufficient in quantity, you would be justified in telling the officer about this or in mentioning it to your representative on the Men's Mess committee.

92. Pleasant eating in the mess hall depends on everyone's co-operation. Very often the best way to get the food out to the soldiers, in the quickest time, is to use the cafeteria system. If each soldier quietly takes his place in the line, is good tempered at the table, and stacks his used plates and cutlery in the right place, then there is good eating and less confusion for everyone.

CLOTHING AND EQUIPMENT

93. When you are enrolled in the Army you are entitled to one complete outfit of all the military clothing you will require. A lot of it you will get right away; some other items you will receive according to the needs and the weather. After your first issue, you are required to pay for replacements and losses (if any) out of your Clothing Credit. This is an amount of \$7 per month which is made available to you. You do not get the \$7 in cash; it is put into an account for you and looked after by your Quartermaster. Deductions are made from this credit for any purchase you make, or for any periods you are absent without leave. If you do not use up all your Clothing Credit money you build up what amounts to a cash surplus, which you will be given at a later date.

94. You do not have to spend amounts out of your Clothing Credit until necessary, and many of the items cost more than \$7. Army clothing is of good quality and you pay very reasonable prices for it — but it costs money. As the monthly credit builds up in your account you will have ample funds for your clothing needs. Be careful of your equipment, don't lose it or needlessly damage it. If you take sensible care you can maintain a smart military appearance and still have a cash balance in your Clothing Credit account. But if you won't take care, you will be out money. You know how to prevent this. Now it is up to you.

95. At your unit you will be shown the correct way to look after your clothing and equipment. You will learn handy ways of pressing, storing your kit, and making minor repairs. Learn the proper way right at the start of your Army career and stay with it. Then it will become a habit — one of the best habits you can get. And remember that your personal turn-out and the condition of your kit will be frequently inspected. Keep an eye on the tidiness of yourself and your equipment all the time—in and out of camp. The good soldier *looks* what he is.

MILITARY COURTESY

96. Saluting is the method of formal military greeting used in all military organizations. It has been a custom in nearly all countries for hundreds of years, and is an internationally recognized form of military greeting and good manners. Military salutes are reserved as a form of greeting for members of the armed forces, the Queen and members of the Royal family, their direct representatives, or heads of other countries. Soldiers of all ranks should salute not only officers of their own country's armed forces (Navy, Army and Air Force), but also those of allied countries. Since a salute is a form of mutual greeting, it must always be returned. Saluting in no way signifies that either you or the officer saluted is "the better man", rather it is an open acknowledgment of respect for the military authority entrusted in those whom you salute, and is a part of the discipline of a good Army.

97. All soldiers not holding commissioned rank salute all commissioned officers, except when they are part of a formed body of troops when the most senior rank will give directions. (There are other exceptions, *e.g.* when driving a vehicle, when in a public or private building, etc., but they will be explained during your training).

98. The importance and meaning which civilians attach to saluting can be judged from stories you have read wherein the hero was "saluted" for his courage and bravery. The dictionary gives as a meaning "to honour with special ceremonies". From the above it can be seen that saluting carries much meaning and importance. Experienced soldiers often describe inexperienced soldiers with the words "They don't even know how to salute properly".

99. Smart salutes automatically credit the giver with military ability, character and courtesy. A good salute is the sign of

a good soldier and reflects credit on the soldier, his unit and his corps. Learn how to salute and when to salute, if you want to be recognized as an efficient soldier.

RANK

100. You will need to know the rank and authority of your superiors. They fall into three classes: Non-Commissioned Officers (NCOs), Warrant Officers (WOs) and Commissioned Officers.

101. NCOs are Corporals (Cpls) — known in the Artillery as Bombardiers (Bdrs) — Sergeants (Sgts) and Staff Sergeants (S/Sgts). Corporals and Sergeants should be addressed by their rank, or by rank and name.

102. A Warrant Officer may be a WO II or a WO I. A Warrant Officer Class II is normally the senior non-commissioned officer in a squadron, battery or company. A Warrant Officer Class I is normally the senior warrant officer in a regiment or battalion. However, both WOs II and WOs I may be employed in other duties as tradesmen. Therefore, a WO I is not always a Regimental Sergeant-Major (RSM), although that is the appointment of most soldiers of that rank. Warrant Officers should be addressed as "Sir" by their juniors.

103. Commissioned Officer ranks are, from lowest to highest: 2nd Lieutenant, Lieutenant, Captain, Major, Lieutenant-Colonel, Colonel, Brigadier, Major-General, Lieutenant-General, General, Field Marshal. There are no Field Marshals in the Canadian Army, although there are several in the British Army. All commissioned officers should be addressed as "Sir".

104. The rank badges of the Army, with the equivalent ranks in the RCN and RCAF are illustrated on following pages.

NAVY



Good Conduct Badge

(no badge)

Able Seaman



Leading Seaman



Petty Officer
2nd Class



Petty Officer
1st Class



Chief Petty Officer
2nd Class



Chief Petty Officer
1st Class

ARMY



Good Conduct Badge



Lance Corporal



Corporal



Sergeant



Company Quartermaster
Sergeant or Staff
Sergeant



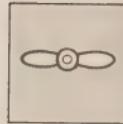
Warrant Officer
Class II



Warrant Officer
Class I

AIR FORCE

(no badge)



Leading Aircraftsman



Corporal



Sergeant



Flight Sergeant



Warrant Officer
Class II



Warrant Officer
Class I

NAVY



Midshipman Naval Cadet



Acting
Sub Lieutenant



Sub Lieutenant
Commissioned Officer



Lieutenant



Lieut. Commander



Commander

ARMY



Officer Cadet



Second Lieutenant



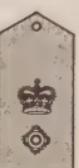
Lieutenant



Captain

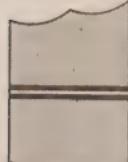


Major

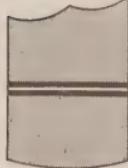


Lieut. Colonel

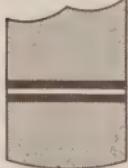
AIR FORCE



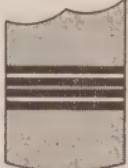
Flight Cadet



Pilot Officer



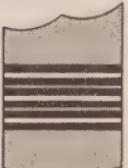
Flying Officer



Flight Lieutenant



Squadron Leader



Wing Commander

NAVY



Captain



Commodore



Rear Admiral



Vice Admiral



Admiral



Admiral of
the Fleet

ARMY



Colonel



Brigadier



Major-General



Lieut.-General



General

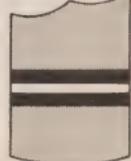


Field Marshal

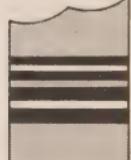
AIR FORCE



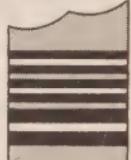
Group Captain



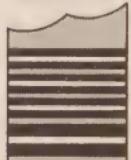
Air Commodore



Air Vice Marshal



Air Marshal



Air Chief Marshal



Marshal of the
Royal Canadian
Air Force

ORDERS

105. Orders of interest to everyone in a unit are published in writing every day. These orders are put up on notice boards in prominent places. It is the duty of every soldier to look at the notice board regularly, since a soldier is responsible for reading orders and acting on whatever affects him. You should visit your notice board at least twice a day.

106. Ignorance of orders is no excuse for not obeying them. Everyone must read orders for himself.

107. Orders are published in the name of the Commanding Officer, and they are signed by the Adjutant. The orders are in two sections — Part I and Part II. Each issue of each part is numbered consecutively, beginning January 1st, of each year. The matters covered by the two parts are as follows:

PART I

Training, manoeuvres, parades, guards, picquets, fatigues, regulations regarding dress or discipline, notices about sports, entertainments. All matters which do not affect a soldier's pay, service or documents go in Part I.

PART II

This part covers all matters which affect a soldier's pay, service or documents — strength increase, strength decrease, transfers, changes in pay, changes in marital status or next-of-kin, leave, courses, hospitalization, punishment, promotion, posting.

108. You will see your name in Part I Orders when you are on guard duty and you will see your name in Part II Orders when you are taken on strength (TOS) your new unit. Some men keep a record of the more important entries in Part II Orders which refer to them. There is not much work involved in keeping such a record and you may wish to refer to it at many times throughout your career.



An Inspection by the Chief of the General Staff.

109. In addition, each unit has Standing Orders which refer to the administration of that particular unit. These will give information concerning bounds, garrison duties, the duties of officers, warrant officers, non-commissioned officers and men, camp and barrack routine, duties of sentries, guards, regimental customs, etc. As soon as you arrive at a new station you should read the Standing Orders, and learn them as soon as possible.

110. Then there are the so-called "Part III Orders", which is Army slang for rumours. Part III Orders are generally the fabrication of so-called "wise-guys". You will be wise if you do not listen to them. If you believe in rumours, you will be an unhappy soldier. Sometimes rumours are true, but in the majority of cases they are not and if you make your plans according to them you will find that you will be disappointed frequently.

111. You will be informed of any changes in regulations or any orders which affect you, either through unit orders, or by your officer or NCO.

DISCIPLINE

112. If you belonged to a league hockey team you would expect to live up to its rules of conduct, such as practice hours, proper eating and drinking habits, conduct on the ice, even the amount of sleep you must be sure to get. You would have to obey the coach and referees and there would be punishments if you didn't. There would also be a clear way of enquiring into complaints if anyone thought he was being unfairly treated. You would try to follow the rules of conduct, realizing that they were aimed at having a good team — a team that would win.

113. It is exactly the same with a soldier, except that he belongs to a much bigger team with a tougher job to train for and do. The rules of conduct in the Army are known as military law. You will be taught a lot about this in your training periods. Right now you should be sure in your mind about the way it operates.

114. The job of military law is to regulate the conduct of every soldier so that the Army can get its work done with the minimum of confusion and trouble. It holds for everyone in the Army, from general to private. Military law affects every soldier in two chief ways; it tells us the mistakes we must try not to make, and secondly, it protects each soldier against unfair treatment from any other soldier.

115. If a soldier breaks a rule of military law he has committed a military offence. Here are the main offences soldiers must stay clear of, and alongside are the punishments that apply to these offences:

<i>Offence</i>	<i>Punishment</i>
Striking a superior officer; using threatening or insubordinate language to a superior officer.	
Disobeying a lawful command given by a superior officer.	
Resisting an escort. Breaking out of barracks, camp or quarters.	
Neglecting to obey any general order or garrison order or any other order that is posted.	
Desertion.	
Assisting anyone else to desert.	
Being absent without leave; being found in a place that is out of bounds.	
Pretending to be sick; deliberately injuring oneself or making oneself sick.	
Stealing, or receiving stolen goods.	
Drunkenness, on duty or not on duty.	
Deliberately allowing some one under guard or escort to escape.	
Escaping from arrest or confinement.	
Selling, destroying or losing by neglect any public property or clothing, equipment or weapons on charge to a soldier.	Punishment for military offences varies with the seriousness of the crime. The scale of punishment for military offences varies from minor awards of caution, to confinement to barracks, and for more serious or repeated offences: fines, detention or imprisonment.
Deliberately making a false accusation or a false statement against another soldier.	
Giving false answer to any question in the enrolment documents.	
Giving of any military information which a court considers dangerous to Her Majesty's service or to the nation.	
Being guilty of any act, conduct, disorder or neglect to the prejudice of good order and military discipline.	
An officer or NCO striking or otherwise ill-treating a soldier.	

116. A new soldier should not think of military law as being only a series of forbidden actions, for it is a part of military law to make sure that soldiers are given their rights and are protected against unfair treatment. If a soldier thinks he has been unfairly treated he has the right to speak of this to his officer. In fact, there is a neat group of regulations that make sure a soldier can clear up what he feels to be unfair treatment. This is known as a redress of grievance and you will be taught this in your training.

117. But, most important, realize that officers and NCOs do not go around trying to catch you breaking a rule so that they can have you punished. It is true there are many rules of conduct, and punishments if they are broken. Every good team, every good Army must have that. But if you know the regulations and if your attitude is sound, you will have no difficulty.

118. A soldier's bad conduct can be the cause of ending his military career. A soldier's record of good conduct is something he can be proud of and it plays a real part in making for a successful Army career.

LEAVE

119. Remember that we live and train in peacetime in order to win in war. Because in wartime it might be impossible to let a soldier leave his unit, it follows that no soldier can ever demand a holiday as though this were a right. The accurate way to think of it is that we become *eligible* for leave. And in peacetime soldiers usually get their leave — lots of it. Don't abuse the privilege. Come back in good time and in good condition for duty.



Sports Equipment is provided for games.

- 120.** A leave is a period of authorized absence from duty of more than forty-eight hours. Leaves are always reckoned in days.
- 121.** A pass is a period of authorized absence from duty of less than forty-eight hours. Passes are always reckoned in hours.
- 122.** Unless otherwise shown on your leave or pass form, leaves or passes start at 0001 hours of the starting date and end at 2359 hours of the finishing date of your pass or leave.
- 123.** You are eligible for 30 days leave in each year. You become eligible for this annual leave after 6 months service or at the end of your recruit training, whichever is the longer. If you prefer and if your unit authorizes it, you can take the 30 days in several shorter periods (of seven days or more). Also, if the policy in your unit is for everyone to take leave at one time, then you may have to take the 30 days at a certain time of the year.

You will know of this ahead of time. If you have to travel more than 24 hours to reach your destination you may be granted travelling time, up to 8 days. This can be granted only once during a year, but it does not count as part of your leave time.

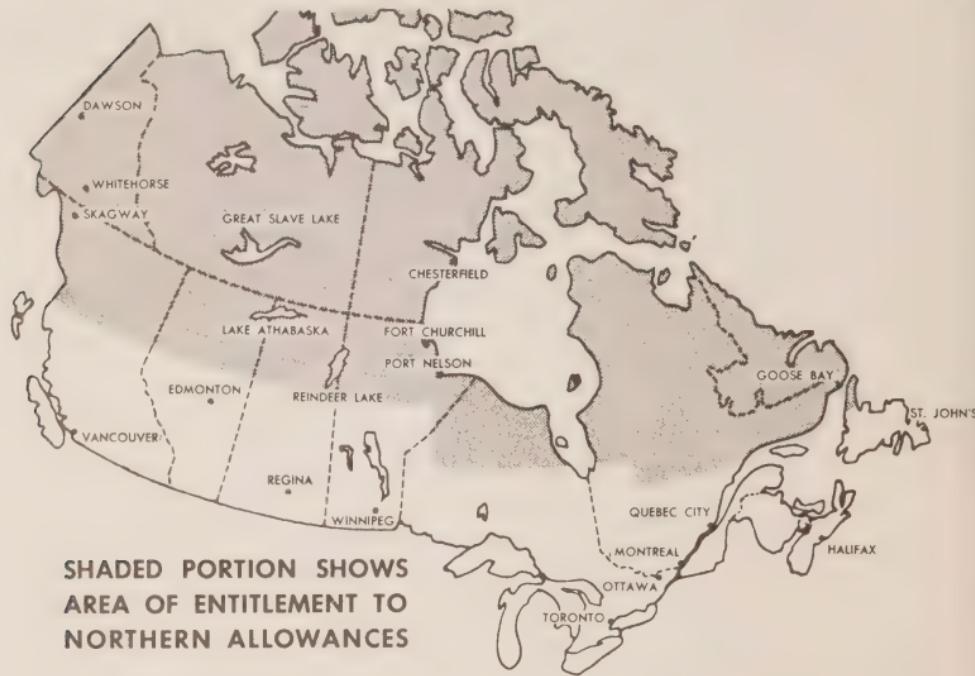
124. Leave may also be granted for special reasons such as, during or after service in an isolated place, because of serious sickness or serious trouble at a soldier's home, to help a soldier recover from a serious injury or sickness and to assist a soldier in rehabilitating himself on leaving the Army.

ISOLATED POSTINGS

125. One of the biggest jobs the men in the Canadian Army have is to learn as much as possible about conducting warfare under Arctic conditions. Permanent stations are maintained in the north in order that bases will be provided for soldiers on northern trials. You may have a chance to serve at Fort Churchill or at some other station in the north. Before you go, make sure that you get as complete information as possible about life in an isolated post. Your unit officers or the personnel officer will be able to answer more of your questions on this matter. Be sure to ask them.

126. For the purpose of the special allowances and leave for which men on northern stations become eligible, an official definition has been made as follows: "A northern station falls within that area in Canada bounded on the west by the British Columbia-Alaska boundary and bounded on the south by the line running east along 55 degrees north latitude to 93 degrees west longitude, thence south to 52 degrees north latitude, thence east to 75 degrees west longitude, thence south to 50 degrees north latitude and thence east along 50 degrees north latitude, including

the waters and islands located therein." What constitutes an isolated posting may be noted in the map shown below.



127. Preference may be given to those who volunteer for postings to isolated stations but the policy of the Army is that such postings are part of the normal duty of a soldier.

TRANSFERS

128. When you were enrolled in the Army the results of your medical examination and aptitude test, and your education, interests, and abilities were all taken into consideration. Based on these and on the needs of the Army, you were recommended for training in a certain field of Army work in a definite corps or unit.

129. This recommendation made at the start of your Army career will likely hold true. However, there are reasons why a change might take place. The need for men in certain trades and specialties varies from time to time. A soldier might show more promise after preliminary training than he was rated as having at the time of his application. And new types of trades or specialties may be developed in addition to those that the Army had at the time the soldier was enrolled.

130. But once you have completed your corps, specialist or trade training, a change in your career field is unlikely to be made. The Army by then has spent a good deal of time and money in fitting you for a particular type of job and it would be very wasteful to retrain you for a completely different type of work unless for some important reason.

131. Some soldiers who have been in the Army for a time feel that they would like to serve in some other unit or in some corps other than the one in which they were enrolled. Transfers to other corps and other units in *some* cases are possible, but the soldier's reasons must be very good and the transfer must benefit the Army. A transfer usually involves considerable expense in re-training and moving the soldier as well as administrative work in arranging the transfer. For these reasons requests for transfers are carefully scrutinized. In addition, even when a transfer is approved, the soldier may have to wait for a suitable vacancy to occur in his new corps or unit. In this case his name goes on a waiting list and he is moved to the new corps or unit when a vacancy occurs for a soldier with his training and experience.

132. You will probably spend your Army career in one corps, gaining increased trades pay or promotion or both as your skills and abilities develop and openings occur.

ADVANCEMENT AND PROMOTION

133. Your advancement in the Army will depend on a number of factors. Your ability and your education are of importance. Equally important are your personal attitude and the efforts you put forth. During all your training your work, attitudes and abilities will be continually assessed by training officers. Your future employment, whether as a tradesman, specialist or non-tradesman, will be dependent upon the abilities and interests demonstrated by you during your first months of training. Throughout your career, your interests and abilities will be taken into consideration in determining your employment. However, you should understand that men can only be allocated to those jobs and trades needed in the Army. When the interests of a man cannot be satisfied because of lack of need for men in a particular occupation, he must accept allocation to another type of work for which a requirement exists.

134. The more years a soldier serves the more seniority he builds up and seniority is an important factor in promotion. It is fair that seniority should have a place in promotion since the man with the most experience should be the most skilful in the job. But seniority does not, in itself, give any automatic right to promotion. To be promoted, the soldier must be capable of taking on the increased responsibilities that promotion brings.

135. Promotion in rank depends a lot on the individual. A man who works hard and learns his job well is almost sure to move up. Steady improvement in education, through good reading as well as study courses, helps in advancement. Leadership ability is essential. The way is open for the smart young soldier who is willing to work. And if you do your job well, really well, you will not have to worry about your advancement.

136. You will find that while every opportunity is given you to qualify for promotion, actual advancement may seem slow. This is to be expected in our peace time Army, where most of the non-commissioned officers are career soldiers who intend to continue their service to retirement. The Army, realizing this, gives you every chance to better your trade or specialty grouping, thus qualifying you for more pay, and also provides for an automatic pay increase, called progressive pay, at the end of three, six and nine years satisfactory service in most ranks. The capable soldier can always better himself.

137. Every year a number of soldiers with an educational standard of junior matriculation or its equivalent, who show good qualities of leadership and other officer-like characteristics, are considered for short service commissions in the Army. A soldier may be selected or he may apply at any stage in his career for a short service commission, provided he doesn't exceed the age limits prescribed. Every application receives careful consideration and is judged by the same standards as all other applications. Short service commissions are offered for terms of 3, 4 or 5 years at the election of the applicant. Those who display the necessary leadership, initiative, energy and other qualities will be considered for permanent Canadian Army (Regular) commissions on completion of this short term service. Information on regulations concerning application, gratuities on completion of service, pension status and uniform allowances may be obtained from your unit orderly room.

OFF-DUTY HOURS

138. Soldiers of every rank must train to win in war. Wars don't operate on a schedule of working hours and then free time, like civilian life. Therefore, all soldiers are, in a sense, on call 24 hours a day. Indeed, while you are first getting used to Army life, you may think there is no spare time for a soldier.



Off-duty relaxation in an Army canteen.

After normal training hours you will have your clothing and equipment to care for, your barracks to clean. You will be scrubbing, shining, folding, pressing and sweeping. Soon, however, it will be easy for you to do these small personal chores, and likely you will find yourself with a good deal of free time.

139. When they are not busy, some soldiers become bored because they feel they have nothing to do. Don't let this happen to you. There is no reason why your off-duty hours in camp cannot be as entertaining and as profitably spent as those of any civilian.

140. The first thing to do is to get to know your camp. The first chance you get, dress yourself properly and walk through the camp. Go with one of your friends, if possible. Locate the camp theatre and find out how often the pictures change. Find the sports field, and find out when games are played. Find out if you can get on one of the teams, and if so, how. Locate the gymnasium and see what is going on there. If there is a library or reading room, find it and see what there is to read. Some camps have swimming pools and bowling alleys.

141. All units and camps have their own local regulations governing the frequency and conditions under which soldiers may leave the camp or unit area during off-duty hours. When you know your camp, explore the possibilities for recreation, entertainment and education in the nearby communities. Find out the bus or train schedules. You should not leave the camp, however, unless you have something definite to do, a show to see, or someone to visit. It is bad practice to go to town just to hang around.

142. It will pay you to put some spare time into taking care of your equipment and weapons, or in going over what you have learned in training. If you can, obtain some pamphlets dealing with your training, and study them. Your NCO or officer can tell you about this.

143. Some soldiers, who, when off duty, find they have considerable time to spare improve their education by study. If you think there is something lacking in your education and you have the spare time required, investigate the possibility of taking a correspondence course. You may wish to take a Canadian Legion Educational Services course, by arrangements through your unit orderly room, or there may be civilian institutions in your

locality which will provide correspondence or night school courses in which you would be interested.

144. Army chaplains will be pleased to see you at church or in their offices. You'll find them to be sincere friends and good advisors.

145. Don't forget letters. You can't visit your parents or others as often as you would like, but you can write to them. Try to set aside a definite time and place each week for letter writing. The more you write, the more you will receive.

146. If you make up your mind to make full use of the recreational facilities in and around your camp, you will never be bored. You will be a happier and a better soldier.

OTHER SERVICES

147. Through most of your career in the Army you may have little contact with men of the Navy and Air Force. If that is true you may begin to think they are not important. It is easy for a man to become so concerned with his own job that he forgets how the success of his job depends on others as they depend on him. Just as the various corps in the Army must work on the same team, so are the three armed services a team which wins by co-operation.

148. Co-operation between the Navy, Army and Air Force cannot be brought about entirely by an Admiral, a General and an Air Marshal agreeing on the same plan. Co-operation in the Armed Forces depends on individual agreement and understanding among the men of the three Services. Therefore, do not let the natural rivalry that you may feel towards sailors or airmen go too far. If you ever find yourself working beside men of the



A Field Hospital

Smile—and the World smiles with you!

other services, work WITH them. They are on your side, and they have an important job to do just as you have.

HEALTH

149. A sick soldier is a casualty in war or peace. He cannot perform his normal duties and other people must spend time in caring for him. For that reason every effort is made to keep soldiers healthy. Your food, clothing and housing are as good as can be provided, and this helps to keep you in good health. You are given medical examinations, and you are protected by vaccination and inoculation against certain communicable diseases.

150. However, you have to do part of the job yourself. You have to keep yourself fit, to the best of your ability. You do this by obeying the personal code of good health. Its rules are simple, and they should be followed carefully.

151. First, keep yourself clean. Take a bath or shower every day, if you can. Keep your hair short. Keep your fingernails short and clean. Change your shirt, socks and underwear frequently. A dirty soldier is offensive to those around him and is less likely to be healthy.

152. Watch your teeth carefully. Brush them every morning and every night. At the first sign of trouble, report to the dental officer.

153. Be sure to dress according to the weather. Wear a sweater if it's cold. If you get wet, change your clothes as soon as you can.

154. Always keep the windows of your barracks room open at night. It is most unhealthy for a group of men to sleep in a stuffy room. Open the window, even if the room will be cold in the morning.

155. Be careful of what you eat and drink. Alcohol in moderate amounts may be all right, but too much causes definite damage to the body.

156. Don't expose yourself to disease. If you are foolish enough to expose yourself and you think there is something wrong with you, don't hide it and don't try to cure yourself. Go on sick parade and see your Medical Officer. He is there to help you.

157. Remember, it is your duty to keep yourself as healthy as you can. If you are sick, other people have to do your job while you are away. But, if you do fall sick, you will receive the best of care.

TERMS OF SERVICE

- 158.** When you enroll in the Army you agree to serve for 3 years or 6 years. At the end of your period of engagement you may continue in the Army or you may return to civilian life. Your contract with the Army works two ways, however. At the end of any period of service you may not be allowed to re-engage. The decision as to whether you are allowed to re-engage or not will depend on how good a soldier you have been.
- 159.** In special circumstances, such as a national emergency, the Army may be placed on Active Service, in which case you will be required to serve beyond the end of your period of engagement, until the termination of the period of emergency.
- 160.** As a soldier you agree to serve any place, in any duty to which you may be assigned. If you are required to work at a job other than the one you think you would like best, there will be a good reason for that requirement. Men are placed in the Service in jobs which will meet the needs of the Army but insofar as possible the wishes of the soldier are respected.

DECORATIONS

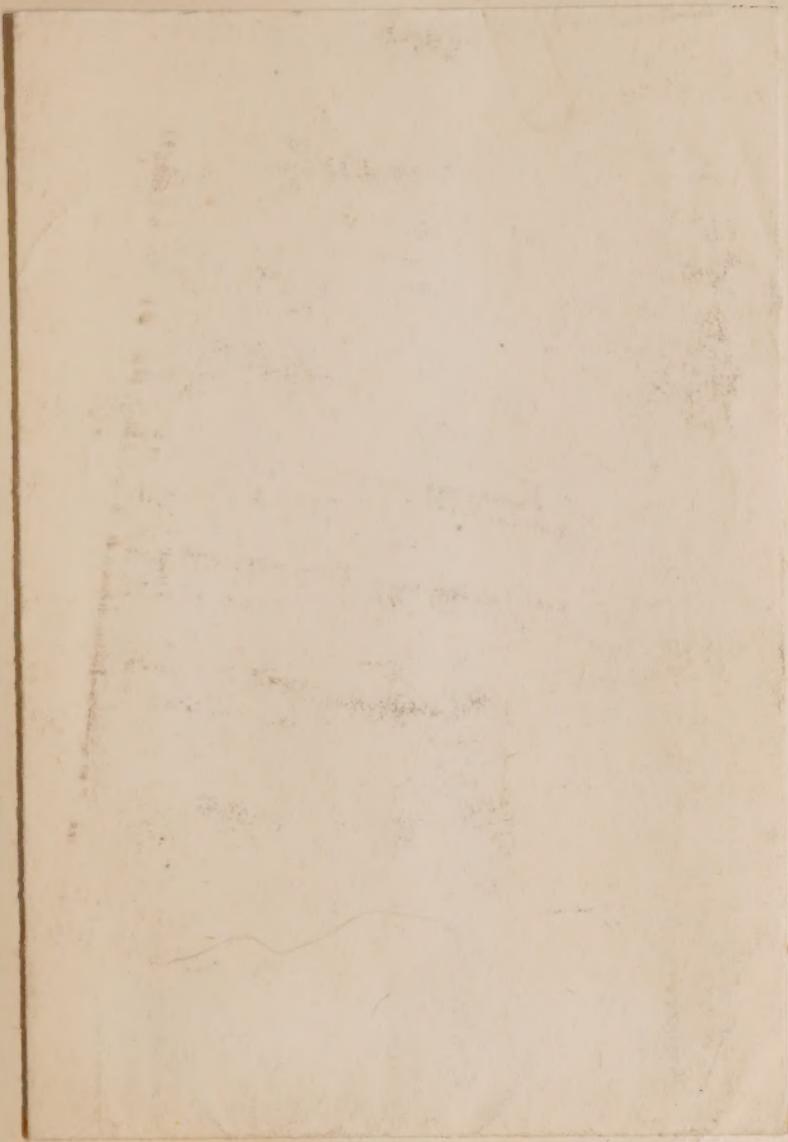
- 161.** Providing you serve twelve years in the Canadian Army (Regular) and you have a good conduct record you will receive tangible recognition of your service by the award of a decoration known as "The Canadian Forces Decoration". When you receive this you will also be permitted to wear a medal ribbon on your uniform and use the initials "CD" after your rank and name.

CONCLUSION

162. If you know what is inside this booklet you will know the answers to a good deal of what makes up Army life. But, like basketball, it is one thing to know the game, and another thing to play it well. So plan now to learn all you can about Army life — and then work at it, day by day. As the weeks roll along, you will build up a good career. You and the Army and Canada will all be the better for it.

Christmas Day in a Unit.







Edmond Cloutier, C.M.G., O.A., D.S.P.,
Printer to the Queen's Most Excellent Majesty,
Ottawa